



CITY OF HOUSTON

Administration & Regulatory Affairs Department
Commercial Permitting & Enforcement Section

APPLICATION FOR LICENSE TO OPERATE A DANCE HALL

Please Circle Days of The Week This Facility Will Be Open:

_____ 20 _____

Sun. Mon. Tues. Wed. Thur. Fri. Sat.

Telephone Number: _____

Daily Hours of Operation: _____

Class A:

Dance halls not otherwise specifically classified.

Permit and Administrative fees to operate a dance hall two or more nights per week.

Permit and Administrative fees to operate a dance hall only one night per week.

Annual Cost for Each Class

Class B:

Teenage dance halls.

Permit and Administrative fees to operate a teenage dance hall four or more nights per week.

Permit and Administrative fees to operate a teenage dance hall not more than three nights a week.

TO THE DIRECTOR OF ADMINISTRATION AND REGULATORY AFFAIRS, HOUSTON, TEXAS:

Application is hereby made by or on behalf of: _____ (hereinafter called

Business Name

applicant) for a license to operate a dance hall, Class _____ at _____

(A or B)

Business Address

Zip Code

Each person named below for this license, a member of a firm, association or partnership; an operator or person in charge of a dance hall; or as president or chairman of an unincorporated club is a law abiding citizen of the State of Texas.

1. The operator or person in charge of this dance hall is: _____, whose

Please print the full name

personal data is _____

Mailing Address

Zip Code

Driver's License or I.D. #

Operator's E-Mail Address is: _____

2. The Applicant is an: (a) Individual (b) Partnership / Association (c) Corporation or (d) Limited Liability Entity (Circle One.) According to the answer to Question #2 above, complete one of the following (A., B., C.1 or C.2, or D.) below. (Business organizations, both domestic and foreign, must be recognized by the Texas Business Organizations Code ("BOC"). and shall provide full and complete copies of the organization's current registration with this application.)

A. INDIVIDUAL (if different from operator in Question #1 above):

Name and Drivers License or I.D. #: _____

Print the full name

Drivers License or I.D. #

Address and Telephone No.: _____

P.O. Box will not be accepted

Area Code / Number

B. IF APPLICANT IS A PARTNERSHIP OR ASSOCIATION:

Names of Partners, Members

Mailing Address
(P.O. Box Not Accepted)

Drivers Lic. or I.D.

(If additional space is necessary use a separate sheet)

Post Office Box 1561 • Houston, Texas 77251-1561
Houston Permitting Center • 1002 Washington Avenue, 1ST Floor

Phone: 832-394-8803
Fax: 832-395-9631

Online: www.houstonpermittingcenter.org or www.houstontx.gov/ara

C. IF APPLICANT IS A CORPORATION:

Organized under Texas Law _____ Foreign Law _____ (Check One) According to your answer complete 1 or 2 below:

1) IF TEXAS CORPORATION:

Mailing Address: _____
P.O. Box will not be accepted

Business Location: _____

Telephone No.: _____

Individual in charge of Houston office: _____

Names, Title and Drivers License (or I.D.) of Officers and Directors or Trustees with 20% or more interest:

Name	Title	Drivers License or I.D.#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If additional space is necessary use a separate sheet)

2) IF FOREIGN CORPORATION:

Mailing Address: _____
P.O. Box will not be accepted

Business Location: _____

Telephone No.: _____

Individual in charge of Houston office: _____

Names, Title and Drivers License (or I.D.) of Officers and Directors or Trustees with 20% or more interest:

Name	Title	Drivers License or I.D.#
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If additional space is necessary use a separate sheet)

D. IF APPLICANT IS A LIMITED LIABILITY ENTITY:

Names of Members/Managers/Directors (Whichever applies)	Mailing Address P.O. Box Not Accepted	Drivers Lic. or I.D.
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(If additional space is necessary use a separate sheet)

THE FOLLOWING ITEMS MUST BE COMPLETED FOR THE APPLICATION TO BE PROCESSED

3. The location of this permit is identified as: _____
Business Address (include Floor, Space, Room if applicable) Zip Code
4. The size of the floor, space or room to be used as the public or teenage dance hall is approximately _____ square feet,
and encompasses a dimension commonly describe as _____ ft. x _____ ft. (square or rectangle) or _____ ft. (in diameter)
5. The applicant must initial the appropriate response and indicate "N/A" to the response that is not applicable to this application. If 5B is initialed, the applicant must also identify the number of rooms applicable in the blank therein:
- ____ (5A) No dance hall shall be connected to any room or rooms equipped or fitted as sleeping rooms that are open to or let to the patrons of such dance hall, or to the public, with or without a charge being made therefor, except rooms used as living quarters for dance hall employees only.
- ____ (5B) The place or establishment for which this license is sought is operated in connection with a bona-fide hotel, having _____ guest rooms.
6. The applicant must initial the appropriate response and indicate "N/A" to the response that is not applicable to this application.
- ____ (6A) Alcoholic Beverages will be sold or provided at the place or establishment for which the license is sought
- ____ (6B) Food service and/or beverages will be sold or provided at the place or establishment for which the license is sought
7. Should this license be granted, applicant agrees to comply strictly with all laws of the State of Texas and ordinances of the City of Houston governing the operation of dance halls, and with all rules and regulations for the operation of dance halls adopted the Director of Administration & Regulatory Affairs of the City of Houston by authority thereof; and agrees that if the license applied for be issued on condition that it will remain in force only so long as applicant observes and carries out each and all the declarations herein made, and agrees that in the event of the violation of any of the promises on the part of applicant herein contained, or in the event of any violation of any law of this State or any ordinance of this City of Houston, or any rule or regulation the Director of Administration & Regulatory Affairs, issued by authority thereof relating to the conduct or operation of such dance halls, the Director of Administration & Regulatory Affairs as provided by ordinance, may remind, cancel and annul or suspend such license, and all money paid for such license shall be forfeited to the City of Houston, and that applicant shall at once, on cancellation of such license, cease to operate such dance halls.

Owner(s) and operator(s) shall consent to and complete state or federal forms that are required to obtain a **criminal history report for the owner(s) and operator(s)**. The license for a dance hall facility may be denied, revoked, suspended or denied for renewal if the owner(s) or operator(s) of the facility have been convicted of a criminal offense(s) within the five-year period immediately preceding the date of the filing of the application or has spent time in jail or prison during the five-year period immediately preceding the date of the filing of the application for such a conviction. Such criminal actions include: any offense(s) involving fraud or misrepresentation, bribery or perjury, violence to any person (except for conduct that is classified as no greater than a class C misdemeanor under the laws of Texas); any felony conviction for any violation of any state or federal laws regulating firearms; any violation of Texas liquor laws; any offense involving prostitution or aiding, abetting, or promotion of prostitution; or any violation of the Texas Controlled Substances Act or other state or federal law regulating drugs that permits punishment of confinement for one year or more upon conviction for such violation.

Applicant

Applicant's E-Mail Address

If the application is made by an individual, such individual must sign to this application and complete the declaration statement below; if it is on behalf of a partnership or association, one member of such entity must sign and complete the declaration; if it is on behalf of a corporation, the president or chairman of the corporation must sign and complete the declaration; if it is on behalf of an limited liability entity, one member of such entity must sign and complete the declaration.

If the application is signed by the individual identified in the response to Question No. 1 as the operator or person in charge of the dance hall and is not identified in the organization's roster, the partners, officers, or members must also submit written documentation -power of attorney- authorizing the individual to act on behalf of the organization.

Section. 1-11. Application for permits, licenses, etc.

(a) A license, permit or certificate issued pursuant to any code or ordinance of the city shall not be issued unless the applicant submits with the application the following declaration, pursuant to Texas Civil Practice and Remedies Code section 132.001:

My name is _____, My date of birth is _____,
(first, middle and last name), (mm / dd / yyyy)

and My address is _____, and _____
(street, city, state, zip code) (country)

I have personal knowledge of the statements made in the application. None of the statements are misleading or false. I acknowledge that issuance of the license; permit or certificate does not excuse or approve any violation of deed restrictions or city, state, or federal laws or regulations. To the extent that this declaration is made on behalf of a corporation or any other legal entity or persons, I certify that I have fully advised them of the contents of the application and this declaration and that I am authorized to execute this declaration.

I declare under penalty of perjury that the foregoing is true and correct.

Executed in _____ County, State of _____, on the _____ day of

_____, _____
(month) (year)

Declarant



CITY OF HOUSTON

Administration & Regulatory Affairs Department
Commercial Permitting & Enforcement Section

SUMMARY OF DANCE HALL REGULATIONS ACKNOWLEDGEMENT

Sec. 5-51. Minors in Class A halls.

- (a) It shall be unlawful for any minor to enter or be in attendance in a Class A dance hall between the hours of 8:00 p.m. and 8:00 a.m., unless the minor is accompanied by the minor's parent, spouse or legally appointed guardian.
- (b) It shall be unlawful for the licensee or operator of a dance hall to suffer, allow or permit a minor to enter or be in attendance in the dance hall between the hours of 8:00 p.m. and 8:00 a.m., unless the minor is accompanied by the minor's parent, spouse or legally appointed guardian.
- (c) It shall be unlawful for any person who is not the parent, spouse or legally appointed guardian of a minor to represent himself as the parent, spouse or legally appointed guardian of the minor for the purpose of enabling the minor to enter or to be in attendance in a dance hall.

(Code 1968, § 36-39; Ord. No. 98-986, § 3, 11-4-98; Ord. No. 09-398, § 6, 5-13-09; Ord. No. 2013-613 § 2(Exh. A), 6-19-2013)

Sec. 5-52. Suffering or permitting illegal conduct.

It shall be unlawful for the licensee or operator of a dance hall to permit or suffer any activity or conduct therein that is illegal, including without limitation, public intoxication, prostitution, promotion of prostitution, gambling, obscenity, disorderly conduct, or consumption of alcohol in violation of state law.

(Code 1968, § 36-40; Ord. No. 99-1085, § 3, 10-6-99; Ord. No. 2013-613 § 2(Exh. A), 6-19-2013)

Sec. 5-53. Sleeping rooms prohibited.

No dance hall shall be connected to any room or rooms equipped or fitted as sleeping rooms that are open to or let to the patrons of such dance hall, or to the public, with or without a charge being made therefor, except rooms used as living quarters for dance hall employees only.

(Code 1968, § 36-42; Ord. No. 2013-613 § 2(Exh. A), 6-19-2013)

Sec. 5-56. Special regulations for teenage halls.

- (a) In addition to the other provisions of this article, a teenage dance hall is governed by the provisions of this section.
- (b) Teenage dance halls shall not operate between the hours of 12:00 midnight and 12:00 noon; provided, however, on the thirty-first day of December of each year, such dance halls may operate until 1:00 a.m. on the first day of the succeeding year.
- (c) On nights preceding a regular school day, no person under 17 years of age shall be permitted to remain in a teenage dance hall after 8:00 p.m. unless accompanied by a parent or legal guardian. On nights preceding a school holiday or during school vacation periods, no person under 15 years of age shall be permitted to remain in a teenage dance hall after 8:00 p.m. unless accompanied by a parent or legal guardian. For purposes of this subsection, school days, school holidays and school vacation periods shall be determined on the basis of the regular classroom attendance schedule for the public school district in which the dance hall is located.
- (d) It is the duty of the operator or licensee of a teenage dance hall to ascertain the correct legal age of all persons seeking admission to such facility, and such persons who do not meet the age requirements of this article shall be excluded from admission. All persons over 20 years of age shall be refused admission to a teenage dance hall unless they are a parent or legal guardian accompanying a minor to a teenage dance hall.
- (e) The sale, consumption or possession of any alcoholic beverages on the premises of a teenage dance hall is prohibited, and no one under the influence of any alcoholic beverages or showing any evidence thereof shall be admitted to such premises.
- (f) Patrons shall be admitted to a teenage dance hall only once in a 12-hour period and shall not be granted readmission privileges under any circumstances.
- (g) The operator or licensee shall employ not less than two security officers for each 100 persons in attendance to patrol the premises of a teenage dance hall and adjoining areas and to prevent disorder.

(Code 1968, § 36-45; Ord. No. 09-398, § 7, 5-13-09; Ord. No. 2013-613 § 2(Exh. A), 6-19-2013)

Sec. 5-76. Taxi dancing with minors prohibited.

- (a) It is unlawful for any licensee or operator of a dance hall to suffer or permit a minor to engage in the activities commonly known as "taxi dancing," "dollar dancing" or "pony dancing," or any activity wherein any person accepts, agrees to accept or solicits any cash, benefit or other thing of monetary value for the privilege of dancing with a minor.
- (b) It is unlawful for any person to offer, confer or agree to confer any cash, benefit or other thing of monetary value to any person for the privilege of dancing with a minor.
- (c) It is unlawful for the minor or any other person to solicit, accept or agree to accept any cash, benefit or other thing of monetary value from any person for the privilege of dancing with a minor.
- (d) The provisions of this section apply without regard to whether:
 - (1) The minor is an employee, agent or contractor of the dance hall or is merely present in the dance hall;
 - (2) The cash, benefit or other thing of monetary value is solicited or accepted by the licensee or operator, the minor or any other person; and
 - (3) The cash, benefit or other thing of monetary value is solicited or accepted exclusively for the dancing privilege or for food, beverage or other services or merchandise with which the dancing privilege is also provided.
- (e) The license applicant's agreement to comply with this section shall constitute a condition of the issuance or renewal of a license under this article, and a statement reflecting this requirement shall be included on the application form. Any violation of this section constitutes grounds for the revocation of or refusal of renewal of a license issued under this article.

(Code 1968, § 36-60; Ord. No. 98-986, § 4, 11-4-98; Ord. No. 2013-613 § 2(Exh. A), 6-19-2013)



CITY OF HOUSTON

Administration & Regulatory Affairs Department
Commercial Permitting & Enforcement Section

APPLICATION FOR LICENSE TO OPERATE A DANCE HALL Short Form

(Print or Type)

Date: _____

Trade Name of Business: _____

Address of Business: _____
STREET # STREET NAME SUITE / BLDG / UNIT ZIP CODE
(IF APPLICABLE)

Name: _____ E-Mail Address: _____
FIRST M.I. LAST

Residence: _____

Residence Phone: _____ Business Phone: _____

Date of Birth: _____ Height: _____ Weight: _____
MONTH DAY YEAR FT. IN. LBS.

Place of Birth: _____ Race: _____
CITY STATE

Residence (Last 10 Years): _____

I hereby certify that I am familiar with the ordinance provisions of the City of Houston, regulating Dance Hall therein:

Signature of Applicant

Texas Driver's License or I.D.

For Office Use Only

The applicant is in compliance with all laws and ordinances of the City of Houston regulating health and sanitation; all fire regulations and the building code of the City of Houston.

Computerized Criminal History approval _____

ARA - Alcohol fees current (if applicable) _____

ILMS - Certificate of Occupancy issued _____

Fire Marshall (or designee) _____

Director of Public Health (or designee), if required: _____

- ☐ Review by Health Department Required
☐ Review by Health Department Not Required

Post Office Box 1561 • Houston, Texas 77251-1561
Houston Permitting Center • 1002 Washington Avenue, 1ST Floor

Phone: 832-394-8803
Fax: 832-395-9631

Online: www.houstonpermittingcenter.org or www.houstontx.gov/ara

DPS Computerized Criminal History (CCH) Verification (Agency Copy)

PLEASE SUBMIT SIGNED COPY WITH YOUR APPLICATION.

I, _____, have been notified that a Computerized Criminal
APPLICANT OR EMPLOYEE NAME (PLEASE PRINT)

History (CCH) verification check will be performed by accessing the Texas Department of Public Safety Secure Website and will be based on name and DOB identifiers I supply.

Because the name-based information is not an exact search and only fingerprint record searches represent true identification to criminal history, the organization conducting the criminal history check for background screening is not allowed to discuss any criminal history record information obtained using the name and DOB method. Therefore, the agency may request that I have a fingerprint search performed to clear any misidentification based on the result of the name and DOB search.

For the fingerprinting process, I will be required to submit a full and complete set of my fingerprints for analysis through the Texas Department of Public Safety AFIS (Automated Fingerprint Identification System). I have been made aware that in order to complete this process I must make an appointment with MorphoTrust USA, submit a full and complete set of my fingerprints, request a copy be sent to the agency listed below, and pay a fee of \$39.75 to the fingerprinting services company, MorphoTrust USA.

Once this process is completed and the agency receives the data from DPS, the information on my fingerprint criminal history records may be discussed with me.

(This copy must remain on file by your agency. Required for future DPS Audits.)

Signature of Applicant or Employee

Date

COH Regulatory Permitting - ARA

Agency Name (Please Print)

Agency Representative Name (Please Print)

Signature of Agency Representative

Date

Please:
Check and Initial each Applicable Space

CCH Report Printed:

YES _____ NO _____ Initial _____

Purpose of CCH:

Hire _____ Not Hire _____ Initial _____

Date Printed:

_____ Initial _____

Destroyed Date:

_____ Initial _____

Retain in your files.



CITY OF HOUSTON

Administration & Regulatory Affairs
Department

Annise D. Parker
Mayor

****UPDATED OCTOBER 12, 2015****

Tina Paez
Director
Administration & Regulatory
Affairs Department
P.O. Box 1561
Houston, Texas 77251-1562

T. 832.394.8803
F. 832.395.9632
www.houstontx.gov

FINGERPRINT APPLICATION SERVICES OF TEXAS, F.A.S.T.

Fingerprint services for the permits and license requiring fingerprints through the Administration & Regulatory Affairs Department are conducted through the state of Texas. The Department of Public Safety has entered into an exclusive contract with MorphoTrust USA to provide statewide electronic fingerprints. The goal of the Fingerprint Applicant Services of Texas (F.A.S.T.) program is to provide convenient applicant fingerprinting services throughout the state of Texas. Appointments are available by scheduling online at www.identogo.com or by calling 1-888-467-2080. The cost of this service is \$39.75 for the State and National Criminal History Record Information. You may pay for F.A.S.T. service online with a credit card or onsite with a check or money order. Cash is NOT accepted!

Here is how to get started:

- 1) You must obtain a FAST Pass from the Administration and Regulatory Affairs Department, Commercial Permitting and Transportation Sections. This pass will contain all the necessary instructions and information to schedule your fingerprint appointment.
- 2) You will need to schedule an appointment by logging onto the MorphoTrust USA website, www.identogo.com or by calling 1-888-467-2080.
 - a. If you are scheduling by phone, please request an **"Electronic Fingerprint Submission"** appointment.
 - b. When scheduling an appointment you will be prompted for the following additional personal data:
 - i. Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color Hair Color, Place of Birth and Home Address.
 - ii. Requested data is required by the Texas Department of Public Safety to process your background check.
- 3) Please complete the necessary fields on the FAST Pass, bring your completed pass and valid State Issued Identification.
 - a. During your fingerprint appointment you will be prompted for Social Security Number and Driver License Number.
 - b. You are also required to have your photograph taken at the time of your appointment.
 - c. Requested data is required by the Texas Department of Public Safety to process your background check.
- 4) Once you have completed your appointment you will be provided with a signed receipt which includes your Tracking Control Number (TCN), please retain this receipt for your records.
- 5) Your fingerprints, demographic information, and photograph will be sent to the Department of Public Safety and the Federal Bureau of Investigation for processing. Criminal History Record Information based upon your submission will be provided to the requesting agency.

If you have any questions regarding the F.A.S.T. processes, please feel free to contact the Fingerprint Services Unit at fingerprint.service@dps.texas.gov or 512-424-2365, Option 6.



REGULATORY LICENSING - ARA

City of Houston

This document is your **FAST Fingerprint Pass** for a state and national criminal history record check. Please schedule a fingerprint appointment by visiting <http://www.identogo.com> or by calling 1-888-467-2080. When scheduling an appointment you will be prompted by Identogo for the following additional personal data: Date of Birth, Sex, Race, Ethnicity, Skin Tone, Height, Weight, Eye Color, Hair Color, Place of Birth and Home Address. During your Fingerprint appointment you will also be prompted for Social Security Number and Driver License Number. Requested data is required by the Texas Department of Public Safety to process your background check. These data elements have been omitted from this document in order to better protect the security of your

personal information. You may pay for FAST services online with a credit card or onsite with a check or money order only. Your fingerprints will be submitted to the Texas Department of Public Safety and the Federal Bureau of Investigation.

1. Logon to <http://www.identogo.com>
2. Select: **Texas**
3. Select: **Online Scheduling**
4. Select: **English or Espanol**
5. Enter: **First and Last Name**
6. Select: **All Others**

7. Select: **Option A - Electronic Submission**
8. Select: **Yes, I have a FAST Fingerprint Pass**
9. Enter: **TX923608Z**
10. Enter: **Application ID, HL - ARA**
11. Follow the prompts to enter requested information
12. Bring this completed form with you to your appointment

Section One: Qualified Entity Information

ORI#: TX923608Z Application ID: HL - ARA Original TCN: _____
(If resubmission for rejected fingerprints)

Agency/Entity/Organization Name: City of Houston Regulatory Licensing (ARA)

Section Two: Applicant Name (To be completed by applicant)

Last: _____ First: _____ Middle: _____
(Please print) (Please print) (Please print)

Section Three: Waiver Information (To be completed and signed by applicant)

I certify that all information I provided in relation to this criminal history record check is true and accurate. I authorize the Texas Department of Public Safety (DPS) to access Texas and Federal criminal history record information that pertains to me and disseminate that information to the designated Authorized Agency or Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, through the DPS Fingerprint-based Applicant Clearinghouse of Texas and as authorized by Texas Government Code Chapter 411 and any other applicable state or federal statute or policy. I authorize the Texas Department of Public Safety to submit my fingerprints and other application information to the FBI for the purpose of comparing the submitted information to available records in order to identify other information that may be pertinent to the application. I authorize the FBI to disclose potentially pertinent information to the DPS during the processing of this application and for as long hereafter as may be relevant to the activity for which this application is being submitted. I understand that the FBI may also retain my fingerprints and other applicant information in the FBI's permanent collection of fingerprints and related information, where all such data will be subject to comparisons against other submissions received by the FBI and to further disseminations by the FBI as may be authorized under the Federal Privacy Act (5USC 552a(b)). I understand I am entitled to obtain a copy of any criminal history record check and challenge the accuracy and completeness of the information before a final determination is made by the Qualified Entity. I also understand the Qualified Entity may deny me access to children, the elderly, or individuals with disabilities until the criminal history record check is completed. If a need arises to challenge the FBI record response, you may contact the agency that submitted the information to the FBI, or you may send a written challenge request to the FBI's Criminal Justice Information Services (CJIS) Division at FBI CJIS Division, Attention: Correspondence Group, 1000 Custer Hollow Road, Clarksburg, WV 26306.

Signature: _____ Date: _____

Section Four: Service Center Information (To be completed by FAST Enrollment Agent)

Date Prints Taken: _____ Amount Charged For Service: \$39.75

Paid by: ☐ Check ☐ Money Order ☐ Visa ☐ MasterCard ☐ Billing Acct _____

TCN: _____



I HAVE COMPARED THE GOVERNMENT-ISSUED IDENTIFICATION PRESENTED BY THE APPLICANT AND ATTEST THAT TO MY BEST DETERMINATION, I HAVE FINGERPRINTED THE SAME PERSON

E.A. Name: _____ E.A. Signature: _____
(Please print)